



RETURN TO THE FOLLOWING ADDRESS

American Consulate General
Immigrant Visa Section
Siesmayerstrasse 21
60323 Frankfurt am Main
Fax: 069 7535-2260

IMMIGRANT VISA APPLICATION

INSTRUCTIONS AND DOCUMENT CHECK LIST

For applicants entitled to immigrant visa status, entitled to visa processing in Germany, and whose petition is approved and current (or will be shortly), you may prepare for your visa interview by taking the following steps. If you are unsure of your status or if you should begin preparing yet, please contact this office.

STEP ONE: Complete and return immediately to this office the Form DS-230 Part I, APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION (Biographic Data). Your case will not move forward until this form is received.

STEP TWO: Obtain the documents on this checklist that pertain to each applicant. As you obtain each document, check the appropriate box. **Do NOT send your documents to this office.**

- ☐ 1. **PASSPORT:** A Passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Children may be included in a parent's passport. If over the age of 16, children must have their photograph attached to the parent's passport.
- ☐ 2. **BIRTH CERTIFICATE:** One certified copy of the birth certificate of each person named in the application is required. Birth records must be presented for all unmarried children under age 21, even if they do not wish to immigrate at this time (if children are deceased, so state, giving year of death). The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract from official records. If you, or any children were adopted, you must submit a certified copy of the final adoption decree. **Photo copies are acceptable provided the original is offered for inspection by the consular officer.** Birth certificates not in English or German must be accompanied by a certified translation.
- ☐ **UNOBTAINABLE BIRTH CERTIFICATE:** In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration provided it contains the date and place of the applicant's birth and information concerning parentage **and** provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any additional secondary evidence you might have concerning your birth. Documents not in English or German must be accompanied by a certified translation.
- ☐ 3. **NAME CHANGE DOCUMENTATION:** Applicant must provide legal documentation of any name change other than by marriage. Documents not in English or German must be accompanied by a certified translation.
- ☐ 4. **POLICE CERTIFICATES:** Each visa applicant aged 16 years or over is required to submit a police certificate from the police authorities of the country of the applicant's nationality or current residence where the applicant has resided for at least six months since attaining the age of sixteen. Police certificates are also required from all other countries where the applicant has resided for at least one year after age sixteen. If the applicant has ever been arrested for any reason, a police certificate must also be obtained from the police authorities of the country where the arrest took place, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where you now reside must be of recent date when presented to the consular officer. Police certificates from certain countries are considered unobtainable. The immigrant visa office can advise you about any particular country. If specific questions arise regarding police certificates, please consult this office. Police certificates not in English or German must be accompanied by a certified translation. If there is an "Eintragung" or entry on a German police certificate, the record must also be accompanied by a certified English translation.
- ☐ 5. **COURT AND PRISON RECORDS:** Persons who have been convicted of a crime must obtain a certified copy of each court record and any prison record, whether or not they may have benefited subsequently from an amnesty, pardon, or other act of clemency. Court records and prison records not in English must be accompanied by a certified English translation. All court records and translations must be submitted in triplicate.
- ☐ 6. **MILITARY RECORDS:** A certified copy of any military record, if applicable and obtainable, is required.
- ☐ 7. **PHOTOGRAPHS:** One full-face color photograph is required for every applicant, regardless of age. The applicant should be facing the camera directly and not be looking down or to either side. The dimensions of the facial image must measure between 2.5 – 3.5 cm from chin to top of hair. No head covering, earrings or glasses should be worn. Head covering is acceptable only for religious reasons. Ears must be visible (hair behind the ears). Color Polaroid photos are acceptable.

☐ 8. EVIDENCE OF SUPPORT: All applications for family based immigrant visas (and for employment based immigrants where the petitioner is a relative) must be accompanied by a contractually binding affidavit of support (form I-864) which has been signed by the petitioner. See the following website for detailed instructions on completing the affidavit of support: http://travel.state.gov/visa/immigrants/info/info_1328

☐ 9. MARRIAGE CERTIFICATES: Married persons are required to present a certified copy of their marriage certificate. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse, final decree of divorce or annulment). Said documents not in English or German must be accompanied by a certified translation.

☐ 10. CHILD CUSTODY: When both natural parents of a child applicant are not accompanying, the applying parent must present evidence that he/she has sole custody of the child or provide sufficient evidence that the other parent does not object to the child immigrating to the United States. Documents must be in English or German or accompanied by a certified translation.

☐ 11. ORIGINAL DOCUMENTS: If you are the beneficiary of a family-based immigrant visa petition, you must be prepared to present the originals of all civil documents which establish your claimed relationship to the petitioner.

☐ 12. **TRANSLATIONS:** All documents not in English or German, must be accompanied by certified English translations. Translations must be certified by a competent translator and sworn to before a Notary Public. **(Note: German court records must also be accompanied by an English translation.** Court records and translations must be submitted in triplicate.)

WE REQUIRE ONLY ONE COPY OF EACH DOCUMENT AT THE VISA INTERVIEW. HOWEVER, WE ADVISE APPLICANTS TO OBTAIN REQUIRED DOCUMENTS IN DUPLICATE IN CASE OF LOSS OR DAMAGE.

PLEASE READ CAREFULLY:

STEP THREE: After you have obtained all relevant documents, carefully read the applicant's statement below, sign and date it, and return the checklist to this office. **You will not be scheduled for an appointment until you sign and return this checklist.**

After we receive this signed checklist from you, we will schedule your visa interview at the earliest possible date. The interview date will depend on our current backlog, the priority date for your visa category and country, and any administrative processing which may be required. You will receive an appointment letter, along with instructions for your medical examination, approximately two to four weeks before your scheduled interview with a consular officer.

The total fee for an immigrant visa is currently U.S. **\$380**, or the local currency equivalent. Each applicant must be prepared to pay this fee on the appointment date.

You need not check with this office unless you have to report a CHANGE OF ADDRESS or change in your situation such as marriage, death of petitioner, or birth of children. **Please do not send any documents to this office unless you are specifically requested to do so.**

APPLICANT'S STATEMENT

I have in my possession and am prepared to present all the documents listed in items 1 through 12 that apply to my case. I understand that no advance assurance on whether or when a visa will be issued can be given. I also understand that I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is issued. I understand that visa issuance takes four to five working days and that my visa package will be mailed to me by German registered mail. When I receive an appointment for my formal visa interview, I intend to apply: *(check appropriate boxes)*

- ☐ 1. Alone
- ☐ 2. Together with my spouse (*Print first name*): _____
- ☐ 3. Together with my spouse and the following minor children (*Print first names of each child who will accompany you*): _____

Case Number: _____

Print Name: _____

Current address: _____

Signature: _____

**YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT
UNTIL YOU SIGN AND RETURN THIS FORM.**

PLEASE DO NOT SEND ANY DOCUMENTS TO THIS OFFICE UNLESS REQUESTED TO DO SO

**IT IS YOUR RESPONSIBILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES.
FAILURE TO DO SO MAY RESULT IN THE TERMINATION OF YOUR REGISTRATION AS AN INTENDING IMMIGRANT**